



TOWN OF TRURO

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Licensing Department

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TO: Licensed Businesses in the Town of Truro
RE: Calendar for business licensing

The Licensing Department has issued this business licensing calendar to assist you with the timely compliance of license renewal requirements. **PLEASE** consult this calendar when coordinating your schedules and association meetings. **Valid licenses and local licensing authority approval are mandatory prior to opening.**

OCTOBER Licensing Department sends out renewal documents.

Required Documents:

- **Smoke detector/fire protection certification** – obtained from a licensed electrician, valid for one year from date of issuance. **PLAN ACCORDINGLY.**
- **Change in business/change in manager** – Licensing Department must be informed of change, **PRIOR** to license issuance request. Example: Change of manager requires a team inspection and proper advertising and public hearing. **PLAN ACCORDINGLY.**
- **Worker's Compensation Insurance Coverage** – **MANDATORY** if you have employees (MGL).
- **Liquor liability insurance coverage - MANDATORY** for all Section 12 applicants
- **ServSafe, Allergy Awareness & Choke Saver Certificate** – valid certificate for Food Service License. Contact the Health Agent for information on classes for certification.
- **Signatures** – original **MANDATORY** signatures required on ALL RENEWAL APPLICATIONS.

NOVEMBER **Annual liquor license** renewal applications are received at Town Hall. Applicants must come in and sign them during the month. If your renewal is not signed on time, it must be treated as a **NEW** license application.

DECEMBER The Board of Selectmen review all annual license applications (including alcohol) that have been signed by the applicant. The Board of Health will review and approve annual licenses at their regularly scheduled meetings.

JANUARY All **Annual** licenses will be issued by January 1st. All annual licenses **MUST** be picked up by **January 15th**. Should you open your business without a valid license, you will be in violation of the Board of Health Regulations (Section 3, Article 3) and MGL (Ch. 111 and Ch. 140 Section 32B) and you may be subjected to fines and/or revocation or suspension of your license.

FEBRUARY All license renewals for condominiums must be received by February 1st.
Permits must be picked up prior to March 1st or April 1st (depending on Condo Covenant).

MARCH **Seasonal liquor license** renewal applications are received at Town Hall. Applicants must come in and sign them during the month. If your renewal is not signed on time, it must be treated as a **NEW** license application.

Seasonal All seasonal licenses must be picked up within **2 weeks** of approval. Should you open your business without a valid license, you will be in violation of the Board of Health Regulations (Section 3, Article 3) and MGL (Ch. 111 and Ch. 140 Section 32B) and you may be subjected to fines and/or revocation or suspension of your license.

Condominium permits must be picked up prior to March 1st or April 1st (depending on Condo Covenant).

MARCH- APRIL The Board of Selectmen review all seasonal license applications (including alcohol) that have been signed by the applicant.

All licenses are subject to review by the Chief of Police to assure that the safety and well-being of the public are protected. Repeated incident reports will result in an official review by the licensing authority. In accordance with Town Bylaw, no license may be issued to any business that has not paid their property taxes for a twelve month period. Misstatements in the in attestation/renewal forms, or violations of the applicable laws and regulations of the Town of Truro, or the Commonwealth of Massachusetts shall be considered sufficient cause for the refusal, suspension, or revocation of license(s).

LICENSING RENEWAL APPLICATIONS FORMS ARE AVAILABLE ON THE TOWN'S WEBSITE AT www.w.truro-ma.gov